



**Community Services Department – Vihel Building/ 3340 S. Rural Road - Tempe, Arizona 85282 (480) 350-5405**

## Kid Zone Assistant Activity Leader & Assistant Activity Leader 2

**Opening Date:**      **January 2016**

**Closing Date:**      **Subject to closing without notice when the needs of the City are met.**

**Program Dates: Spring: January 4<sup>th</sup> – Thurs May 19<sup>th</sup>, 2016**

**Summer:** Fri May 20<sup>th</sup> – Fri July 22<sup>nd</sup>, 2016

**Fall:** Mon August 1<sup>st</sup>– Friday Dec 16<sup>th</sup>, 2016; Fall Kick-off Training Thurs. July 28<sup>th</sup>

**Program Hours:** Afternoons: M-F 2:15/2:45/3:15 – 6 p.m. and either Wednesday or Friday from 12:15/12:45/1:15 – 6 p.m. All schools have either a W or F early release day every week. It is not required that AAL's be available for Wer or Fer, but is preferred. **Times vary depending on the school.**

**Mornings: M – F 6:30 a.m. – 7:30/8/ 8:15/8:30 a.m.**

**Assistant Activity Leader works 5 days a week / starting wage is \$8.05 hr.**

**Assistant Activity Leader 2 works 5 days a week/ starting wage is \$8.50 hr.**

**Experience and Training:** Requires some experience in an organized recreation, child care, or school program with elementary age children. Classes in child development, recreation, or a related field are highly desirable. Must possess the ability to lead school-age activities in the areas of sports, games, music and arts and crafts. Must have a positive personality, be willing to learn and like children. Must meet AZ Dept. of Health Services Child Day Care Center Assistant Teacher-Caregiver requirements (listed on back.) Requires successful completion of required selection process, successful completion of background investigation and verification of identity and work authorization.

**Essential Job** Under the supervision of the Program Manager:

- \* Work with Program Manager and co-workers to plan, organize, and direct a variety of before and after school activities for students grades K-5 registered in the Kid Zone.
- \* Establish and maintain effective relationships with the children, parents, and school staff
- \* Maintain discipline, safety and control of site.
- \* Maintain an environment that promotes cooperation, learning and enjoyment.
- \* Assist Program Manager in implementing daily activities, distributing daily snacks, cleaning and assisting in any manner as requested.
- \* Assist all visiting instructors.
- \* Assist in maintaining the facility. Keep clean, organized and secure.
- \* Assist with daily set-up and take-down of center: Lifting and carrying tables, chairs and boxes.
- \* Attend all staff meetings and trainings as scheduled.

**Pre-employment Requirements:**

- \* Submit names, complete addresses and phone numbers of six references.
- \* Submit proof of negative TB/Tine test and MMR Immunization or inoculation.
- \* Must undergo fingerprint check.

\* AAL's must be at least 16 years of age

\* AAL 2's must be at least 18 years of age

**Additional Requirements:**

- \* Must be willing to participate in swimming activities on swimming field trip days.
- \* Must purchase staff shirts
- \* Must attend our paid new employee orientation and trainings

**Apply:** City of Tempe Community Services Department/ Vihel Building 3340 S. Rural Rd. Tempe, AZ 85282. Monday - Friday: 8 a.m. - 5 p.m. / 480-350-5405  
[www.tempe.gov/kidzone/employment](http://www.tempe.gov/kidzone/employment)

## Arizona Department of Health Services

### R9-5-402. Personnel qualifications

- B. Assistant Teacher-caregivers (*Kid Zone Assistant Activity Leader*) shall be at least 16 years of age and appropriately qualified as specified in the table of qualification standards following this rule.

#### Table of Qualification Standards

##### Child Day Care Center Assistant Teacher-Caregiver (*Kid Zone Assistant Activity Leader*)

Each assistant teacher-caregiver shall meet ONE OF THE FOLLOWING SETS of minimum academic and qualifying experience.

#### ACADEMIC COURSEWORK

#### AND

#### CHILD CARE QUALIFYING EXPERIENCE

A high school diploma or its equivalent and have an interest in working with children.

and

N/A

#### OR

Enrolled in high school or equivalent and have an interest in working with children.

and

N/A

Copy of diploma or transcript of academic coursework will be required.